**Name:**

**Graduation Project Presentation Requirements**

Directions: Fill in the blanks during the PowerPoint presentation.

1. Each student is allotted a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ appointment to prepare and present.

2. The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ itself must be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

3. The presentation is graded by a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of 2-3 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

4. The presentation will be ranked \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, or \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

5. A \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is required. This is usually \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

6. Students are \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ by technological requests. The list is posted in advance.

7. The presentations are on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

8. To successfully exit, a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or above is required on both the paper and the presentation. Rubrics will be returned via English classes.

9. The best three options for creating the presentation are: 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and 3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

10. The library dates are \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**The formal rubric is in the manual.**

**See the wiki-space via the library’s webpage.**

**1. How should I get started?**

Step 1: Estimate the number of slides. Strive for the same number of slides per paragraph for a steady pace and flow. The presentation should be 10 minutes long.

4 personal slides (see below) + 2 x \_\_\_\_\_\_\_\_\_\_ number of paragraphs =total

Example: 4 personal slides + 2x7 body paragraphs = 18 slides

*\*Make sure to include one visual aid per paragraph\**

These can include: picture, graph, chart, diagram, quote with photo of speaker, model.

All students will have the following **personal** four slides:

1. Introduction (title, name)

2. Personal Interest (why you chose that career)

3. Future Plans (as detailed as possible)

4. Works Cited (from Noodle Tools)

**Step 2: What personal information should I include?**

Why did you choose this career? Any experience? What skills lend you to this profession? Anyone influence this decision/inspire this decision? What are your future plans? When? Where? Education? Training? Job search?

**Step 3: How will I build my presentation?**

1. Always practice the opening and closing for a strong start and finish. These two areas are all about you, so it should be easy to remember the information.

2. Start thinking about how to supplement the sentences of your presentation with **visuals.**

3. Make your own visual aid if needed (chart, graph, diagram, etc).

4. You can bring in items and create a display to supplement the electronic presentation.

**Tips & Advice**

1. Follow the paper as a guide
   1. Divide your presentation into three parts: introduction, body (information), and conclusion
2. Supplement with visual aids
   1. Use as many as are relevant
      1. Make sure to pause and reference/explain between slides/points/paragraphs
   2. Use two “slides” per paragraph
      1. Do not copy entire sentences and paragraphs from your paper
      2. Visual aids such as Power Points are meant to supplement and add to a presentation-not repeat the text of a paper
      3. If not using PowerPoint slides, follow the same rule per paragraph or idea
   3. Bring in any applicable “hands on” object
   4. Use anything and everything that will highlight and/or elaborate your research
3. Proof read and spell check your work-regardless of format
4. Know your material so you can answer any and all questions from the panel
5. Dress professionally/speak professionally/act professionally
   1. Make sure hair is secured away from face
   2. Do not chew gum during presentation
   3. If you do not know your panel, introduce yourself one-on-one
      1. You can shake hands with each member if you feel comfortable
   4. Pretend you are on a job interview
6. Practice! Nothing invalidates a speaker like lack of preparation and confusion
   1. It is most important to know the first and last sentence(s) by heart
      1. A strong beginning and ending will leave a great impression
   2. Rehearse a clever or creative opening by utilizing humor or surprise
      1. Interesting question? Allow time for response.
      2. Startling statistics
      3. Impressive visual
      4. Anecdote (personal element)
   3. Leave them with something to remember, the “closing”
7. Use notes but DO NOT read word for word unless directly quoting someone
   1. Print PowerPoint with notes
   2. Use note cards
   3. Use a large, typed font (like public speaking)
8. Do not hesitate to interact with panel of teachers
   1. By including them, you are automatically interesting them
9. Speak loudly, slowly, and clearly
   1. Be louder than normal
      1. It may feel funny, but projecting is very important
10. Your energy and body language will set the tone
    1. YOU dictate the quality of the presentation
       1. Be calm; do not fidget
       2. A strong posture reflects confidence (Fake it if you have to!)
11. Timing is everything
    1. Be on time!!!!!
    2. Note the time when you begin, so you can end in about 10 minutes
    3. Do not rush yourself while speaking